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ABSTRACT

The purpose of this course project was to produce a handbook on day nursery program development for children from 6 weeks through 71 months of age residing in the State of Indiana. Intended for early childhood teachers and program directors the handbook includes Indiana State licensing rules and regulations mandated by the Indiana Department of Public Welfare that cover most aspects of program operations. Program, health and safety, and infant and toddler care rules and regulations are specified. Also provided is a list of board policies governing the board of directors, the director, staff, and parents. Administrative procedures subsequently described are those which are the specific responsibility of the board of directors and center personnel as well as general operating procedures. Appended are preadmission, teacher evaluation, and volunteer application forms. (RH)

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EARLY CHILDHOOD EDUCATION: A HANDBOOK FOR PROGRAM DEVELOPMENT IN A DAY NURSERY

BY

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CHAPTER I

INTRODUCTION

This handbook has been written for any Early Childhood Educator that has the responsibility of Directing and/or teaching in a child care facility. It may also be used when starting a new child care service.

The information provided in this handbook discusses: (1) The Indiana Department of Public Welfare Rules and Regulations and how they apply to this particular service - The Children's Learning Center. Any program that has been licensed by the State of Indiana has followed these rules and regulations. Also any organization or individual that wishes to start a program must also follow these rules and regulations. (2) Board of Directors of any program will have Board policies in which the program shall have been built around. The number of policies will depend on the Board of Directors. They will also determine how much control of the program that they have. (3) In all programs there must be procedures to carry out the policies of the Board of Directors and the operation of the Center. These fall into the category of administrative procedures. Administrative procedures may change as the program changes, or as the Board of Directors, or Board deem necessary.

PURPOSE OF THE RESEARCH

The purpose of the research was to formulate a handbook on program development for children ranging in age from 6 weeks through 71 months. It thereby provided information concerning Indiana Department of Public Welfare Rules and Regulations, along with Board policies and the administrative procedures that are necessary to operate a program.

ORGANIZATION OF THE RESEARCH

The Indiana Department of Public Welfare Rules and Regulations was examined in Chapter II of this research.

The Board Policies of Union Heights Church was given in Chapter III. The Board Policies have been given exactly as they have been written by the Board of Directors of the Union Heights Church.

The administrative procedures have been examined in Chapter IV. This chapter has been divided into three sections; (1) administrative procedures for the Board of Directors, (2) administrative procedures for personnel and (3) administrative procedures for general operation of the Center.

Chapter IV has the Indiana Department of Public Welfare Rules and Regulations, and the Board of Directors incorporated into the procedure.

Chapters III and IV are presented in outline form.

LIMITATIONS OF THE RESEARCH

This research has been limited due to the investigators' lack of higher education in the field of administration. The research also had limits imposed due to the Board policies of this particular program. They had been determined by the Board of Directors for Union Heights - The Children's Learning Center. (The name and address of the church that this program has been developed for has been kept confidential due to the Board of Director's request)

DEFINITION OF TERMS

day nursery -- "A day nursery is defined as any institution operated for the purpose of providing care and maintenance for children separated from their parents of guardian or person in loco parentis during a part of the twenty-four hour day for two or more consecutive weeks excepting a school or other bona fide educational institution." (Indiana Department of Public Welfare, Regulation 3-104)

discipline -- "helping a child change random, impulsive, testing-out behavior into controlled, purposeful, informed behavior." (Read p.107)

guidance -- "is used to mean anything the adult does to influence the behavior of the child." (Hilderbrand p.71)

infant -- "a child from six (6) weeks of age to the time he is beginning to walk." (Indiana Department of Public Welfare, Regulation 3-460)

policy -- "is a written statement of the general aims and intentions of the board..." (Castetter p.66)

procedure -- "administrative arrangements designed to regularize certain kinds of activities." (Castetter p.67)

toddler -- "a child from the time he is beginning to walk to age two (2) years." (Indiana Department of Public Welfare, Regulation 3-406)

CHAPTER II

INDIANA STATE LICENSING RULES AND REGULATIONS

Prior to the writing of this paper, The Children's Learning Center was granted approval by the State Board of Health, the State Fire Marshal and the Administrative Building Council regarding the health and safety requirements relative to the physical environment of the Center. Because these conditions have already been met, no further discussion of these requirements has been included in this paper. The following regulations pertain to the operating requirements as mandated by the Indiana Department of Public Welfare for licensing compliance of a day nursery.

The Program

Financing and accounting. The Children's Learning Center shall have adequate funds to ensure operation within the State Rules and Regulations. An annual budget shall be prepared based on income and expenses. An adequate bookkeeping system shall be maintained at all times. Sufficient forms of insurance shall be carried by Union Heights Church at all time. (Indiana Department of Public Welfare, Regulation 3-406)

General conditions. The program at The Children's Learning Center shall be clearly defined and written. It shall meet the needs of the children that it is serving. The

Children's Learning Center shall provide the children with a balance of stimulation and relaxation with intervals of active play and quiet play. Weather permitting, the children shall have intervals of outdoor play. (Indiana Department of Public Welfare, Regulation 3-417)

Physical care. Children shall be under supervision of a staff member at all times. A supervised nap-time shall be provided after lunch. Children will rest on sanitary cots, placed two feet apart on all sides, avoiding face to face positions and the aisles between the cots shall be kept clear.

Staff/Child ratios. Infants - (1:4) One adult responsible for four infants at one time. Toddlers and Two-Year-Olds - (1:5) One adult responsible for five toddlers and two-year-olds at oen time. Three-Year-Olds - (1:10) One adult responsible for ten three-year-olds at one time. Four-Year-Olds - (1:12) One adult responsible for twelve four-year-olds at one time. Five-Year-Olds - (1:15) One adult responsible for fifteen five-year-olds at one time. If at any time age groups are combined, the age of the youngest child shall determine the staff/child ratio. Two-Year-Olds shall be limited to fifteen children per room, and they must be in a separate classroom from other children. (Indiana Department of Public Welfare, Regulation 3-414) "In no instance shall a group of infants or toddlers have less then two staff members responsible for them, one of who shall be free of all

other responsibilities while caring for children." (Indiana Department of Public Welfare, Regulation 3-463)

Punishment. The Children's Learning Center shall not use corporal punishment. Any punishment that is humiliating, frightening, or harsh is not permitted. (Indiana Department of Public Welfare, Regulation 3-419)

Health program. The Children's Learning Center shall be under the supervision of a physician regarding the health program that shall be followed. The Center shall establish and maintain written dated policies concerning the health program. The State Board of Health may review the health policies at any time. Review and revision of the health program shall be done every two years by the physician and the Center. An agreement shall be established with a local hospital for the admission of a child for emergency care. (Indiana Department of Public Welfare, Regulation 3-428)

Play rooms. The Children's Learning Center shall provide at least thirty-five square feet of indoor play space for each child that is enrolled. The two-year-olds shall have separate play space. (Indiana Department of Public Welfare, Regulation 3-444)

Indoor play area. Furniture that is used by the children shall be adequate in number and of the appropriate height and size. Low hooks for each child shall be provided so that he/she may hang his/her own clothes. An adequate size storage area must be provided for all materials and equipment. Low, open shelving shall be provided for

easy access by children. (Indiana Department of Public Welfare, Regulation 3-421)

Play equipment. There shall be sufficient quantity of materials, equipment and furnishings for indoor and outdoor play. These supplies shall be varied according to the needs of the children.

> The Center shall have safe, non-toxic play materials and equipment from each of the categories listed below; Art Supplies: Paints (easel, poster and finger), crayons, scissors, paste, clay. Blocks and Accessories: Large blocks, boats, cars, planes, trains, figures of people and animals of various sizes. Books: Picture and story books. Housekeeping Area: Beds, dolls, toy stove, sink, refrigerator, cabinets, table, chairs, dishes, pots, pans, ironing board, iron, cleaning equipment (broom), dress-up clothes. Large Muscle Equipment: Boxes, boards, saw-horses, barrels, climbers, ladders, balance beams, work-bench, sand, water, wheel toys, swings, slides, balls, bean bags. Manipulative Toys: Pegs, beads, lotto, puzzles, pounding boards, small building sets. Musical Instruments: Piano, record player, drums, cymbals. Science Materials, Pets: Fish, gardening tools, dry batteries, magnets, compass, thermometer, rope and pulleys, magnifying glass. (Indiana Department of Public Welfare, Regulation 3-422)

Transportation. Any individual that transports children for the Center must have an operators license and be twenty-one years of age. Children shall be strapped into seatbelts at all times the vehicle is in motion. The vehicle doors shall remain locked during transporting. Loading and unloading of children shall take place from the curb side. An adult shall be in charge of opening and closing the vehicle doors. (Indiana Department of Public Welfare, Regulation 3-455)

Food service. The Children's Learning Center shall provide a written plan for food service to the State Department that is subject to review and approval by the Board of Health every two years. The food shall be of sufficient quantity and quality to meet the nutritional needs of each child based on National Research Council Recommended Allowances. An up-to-date recipe file shall be kept by the cook. Breakfast shall be provided to children that come to the Center before eight o'clock a.m. Noon lunch shall be provided to all children and staff. The staff shall eat meals with the children. The maximum number of children per table is six. Snacks shall be provided at mid-morning and afternoon. A weekly schedule shall list the hours for the meals and snacks and the menu to be served. This weekly schedule and menu shall be posted for kitchen personnel and parents. (Indiana Department of Public Welfare, Regulation 3-440)

Attendance. Daily attendance records of the children shall be kept. (Indiana Department of Public Welfare, Regulation 3-407)

Volunteers. Except in the event of an extreme emergency, a volunteer shall not be left responsible for the operation of the Center. (Indiana Department of Public Welfare, Regulation 3-415)

Personnel and volunteer records. Each staff member shall have an individual record established and kept current on file. The record shall contain an employment application,

health records, prior training and experience, references, attendance records, evaluations, attempts of professional growth while hired, date of hiring and dismissal. (Indiana Department of Public Welfare, Regulation 3-417)

Health examinations for person performing services.

> The Center shall maintain a health record for each person performing any service in the nursery. Such record shall include pre-employment, annual and other health examination information as furnished by the physician and the name and telephone number of the person to be notified in event of emergency. Health examinations shall include: History; A physical examination including such x-rays and laboratory procedures as are determined necessary by the examining physician; A Mantous intradermal skin test for tuberculosis if the last such test is in an infectious state. (Indiana Department of Public Welfare, Regulation 3-437)

Intake and admissions policies. A child shall be admitted to The Children's Learning Center provided the needs of the child can be met and he/she is within the ages stated. Children will be introduced to the program individually. Admission policies shall be clearly written and given to the applicant. A pre-admission interview shall be held to gather data and observe the child. The child's social and developmental history, and pertinent family information shall be obtained at the interview. Information concerning fees, transportation, arrival time, departure time, snacks and meals shall also be discussed at the interview. A mutual decision shall be made from the interview if the program meets the needs of the child. (Indiana

Department of Public Welfare, Regulation 3-424)

Interviews with parents and their involvement in activities. Interviews with the parents shall be held as deemed necessary by the staff or if requested by the parent. Open lines of communication concerning the child are important. Parent involvement in the classroom, on committees, evaluating the program, and assisting in transportation is encouraged. (Indiana Department of Public Welfare, Regulation 3-424)

The child's record. Each child shall have an adequate social and progress record and information on file at the Center. The following information is required:

> Name and birth date of child; Name, address and home telephone number of parents; Places of employment of the parents, if employed, and the employers' addresses and telephone numbers; Name, address and telephone number of a physician to call in emergencies; Written authorization from parents for emergency medical care; Name and telephone number of person(s) authorized to call for child; Name, telephone number and address of responsible person who may be called to come for the child in case of illness or other emergency if the parents cannot be reached; Identification of person having legal custody of the child if custody has been removed from one or both parents, and identification of any person(s) who may be prohibited by court order to have contact with the child; Financial information on which the fee is based, and copy of any financial agreement with parents; Dates of admission and discharge, and name and address of person to whom discharged; Time of daily admission and discharge, and daily attendance record; Health record. (Indiana Department of Public Welfare, Regulation 3-426)

Health and Safety

Pre-admissions examination

Each child shall receive a health examination by a physician within four weeks prior to admission to the Center, but no later than one week after admission.

The examination shall include the following: History; Physical examination; An intradermal tuberculin skin test;

A written statement by the physician that the child is currently immunized against diptheria, poliomyelitis, tetanus, measles, rubella, and if under age 6, also for whooping cough;

A written statement from the physician that in his opinion there is no health condition that would be hazardous either to the child or to other children in the Center as a result of participation in the Center's program of activities;

A written statement from the physician regarding modification of plans of care for children who may require special attention because of medical conditions.

A child may be exempt from the preceeding health procedures only if proper credentials prove that his/her religion forbids such procedures. The Center shall be required to treat the child in an emergency situation. (Indiana Department of Public Welfare, Regulation 3-428)

Child's health record.

The Center shall maintain a current health record on each child enrolled in the Center. Such record shall include:

Preadmission, annual and other health examination information and recommendations as furnished by the physician, including health history of child before and

Children, upon arrival, shall be observed for signs of illness. (Indiana Department of Public Welfare, Regulation 3-433)

Periodic health examination. Each child shall be required to have an annual exam. If the Center staff has reason to suspect that a child is ill, parents shall be notified and a physical exam may be required. (Indiana Department of Public Welfare, Regulation 3-429)

Control of communicable diseases. There shall be established health policies to help control communicable diseases among the children at the Center. Any individual that has a communicable disease shall not be permitted contact with the children. In the event of exposure to a communicable disease within the Center, the physician shall be consulted and measures taken to control the spread of the disease. Parents shall be notified immediately if a child has been exposed to a communicable disease. Should a child be exposed to a communicable disease outside of the Center, the physician shall decide how long the child will be excluded from the Center. Upon readmission into the Center following an illness, the Center will make certain the child is in good health and is capable of participation in the Center programs. Any pet kept at the Center shall be immunized against rabies and free from disease. (Indiana Department of Public Welfare, Regulation 3-430, 431)

during care in the Center;

Physician's statement of health and immunizations;

Parent's statement of non-exposure of child to communicable disease prior to admission;

Physician's written instruction with regard to any special dietary or other special health care required for the child;

Record of medication and treatment given in the Center;

Record of absences due to illness or injury;

A running record of observations and incidents regarding each child under care including accidents, minor injuries, emotional upsets, unusual sleepiness, lack of vitality, or any other unusual condition which may be associated with a possible health condition. This should be a daily assignment to appropriate personnel. (Indiana Department of Public Welfare, Regulation 3-438)

Care of Illness and Injury

The Center shall establish written policies regarding first-aid for the care of illness or injuries. Such policies shall be dated, signed as approved by the physician and posted in a conspicuous place in the Center. Such policies shall be reviewed annually and revised as recommended by the physician.

Such policies shall include but not be limited to the following provisions:

A staff member who has basic knowledge of first-aid principles shall be present at all times.

There shall be immediately available: A telephone and the telephone numbers of the Center's physician and of an emergency facility that is qualified and has agreed to accept cases from the Center. The telephone number for ambulance service and the local fire department shall be posted by the telephone; The Red Cross First Aid Manual or its equivalent; First aid supplies, as specified by the Center's physician.

Isolation quarters. A separate room shall be provided for a child or children that is ill or suspected of having a communicable disease. This room shall be limited to the purpose of isolation when an ill child is using it. (Indiana Department of Public Welfare, Regulation 3-447)

Medication.

> The giving or application of medication, providing dietary supplements, making special variations of diet, and carrying out special medical procedures, shall be done only on written order or prescription from a physician to the parents, or Center with the knowledge of the parents.
>
> Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, date filled, physician's name, directions for use, and the child's name.
>
> It shall be entered in the child's health record when medication is given and by whom administered.
>
> The Center shall assure that all medication be kept in a locked cabinet and stored in a safe place, not accessible to children.
>
> The Center shall provide that no person except a duly authorized and responsible member of the staff administers medications given.
>
> When no longer needed, medication shall be returned to parents or destroyed. (Indiana Department of Public Welfare, Regulation 3-435)

Personal hygiene. Provisions shall be included in the Center's schedule for personal hygiene. Paper towels shall be provided and kept in a sanitary environment. If a child has wet or soiled clothing, he/she shall be changed

immediately. A sufficient supply of clothing shall be kept at the Center and supplied by the parents. (Indiana Department of Public Welfare, Regulation 3-434)

Safety.

> Poisons and drugs or other harmful chemicals shall be kept under lock, and in a place inaccessible to children. Hazardous articles, materials, and equipment such as cleaning fluids, polishes, bleaches, detergents, matches, firearms, and tools shall be kept in a place inaccessible to children. First-aid supplies and medications shall be kept in a place inaccessible to children, but easily accessible to adults.

For the protection of the children and staff, hallways must be kept free of obstacles and adequately lighted at all times. "Flammable liquids must be stored in tight or sealed containers when not in use, and shall be stored on the premises only in such quantities and in such rooms that are inaccessible to children. The Center must be inspected and deemed safe by the local Fire Marshal with written certification." (Indiana Department of Public Welfare, Regulation 3-453)

> There will be written posted procedures for disaster evacuations in case of fires and other emergencies which shall be taught to all staff as a part of their orientation. Fire drills shall be conducted monthly and noted in the records or reports of the Center for review upon request of the fire inspector. Such fire drills should be planned with the help of the local fire department and periodically observed by such department. (Indiana Department of Public Welfare, Regulation 3-454)

Heat.

Areas used by the children shall be heated when the temperature falls below 68°, so that a temperature of 68° to 72° within two (2) feet of the floor is maintained during seasons when heat is necessary. (Indiana Department of Public Welfare, Regulation 3-450)

Maintenance and housekeeping.

The premises of the Center shall at all times be maintained in a clean, neat and sanitary condition and in a good state of repair.

Rooms shall not be swept or dusted while occupied by children.

All garbage and trash shall be kept in tight, easily cleanable receptacles which are covered with close-fitting lids while pending removal, and shall be removed from the premises on a daily basis. (Indiana Department of Public Welfare, Regulation 3-452)

Infant and Toddler Care

License for infant-toddler care. The Children's Learning Center shall have on its license the maximum number of infants and toddlers for which it can serve. Also included on the license shall be the maximum number of two-year-olds to be served. When a child turns two, he/she will be moved to the two-year-old room. The license for the infant-toddler care is granted annually. (Indiana Department of Public Welfare, Regulation 3-461)

Personnel qualifications for infant-toddler care.

> Persons caring for infants and toddlers shall be competent and reliable and in good physical and mental health; shall give evidence of an understanding of the physical, emotional and social characteristics and needs typical of each stage of growth and development of children through the age of two; and shall demonstrate the capacity for patience and warmth in their relationship with this age group.
>
> The staff person in charge of an infant-toddler group shall be at least twenty-one years of age, and those working under such person who have not yet attained that age shall at no time be alone with the children and responsible for them.
>
> Infant-toddler care personnel shall have the same educational qualifications as those designated for the respective center personnel positions as provided in Regulations 3-411 and 3-412, except that successful completion of training as a registered nurse or licensed practical nurse and experience in a nursery or pediatric ward of a licensed general or special hospital may be substituted on a year for year basis for the education and required in such regulations. (Indiana Department of Public Welfare, Regulation 3-462)

Infant-toddler section, space and furnishings. The infant and toddler care shall be provided in an area separated from the older children of the Center. The infant section shall consist of a maximum of eight children per room. The toddler section shall consist of a maximum of ten children per room. There shall be a minimum of thirty-five square feet of floor space, crib space included, per infant. Cribs shall be kept at least three feet apart. Sufficient and adequate equipment shall be provided to meet the needs of the infants. A rocking chair shall be provided for each staff member.

Individual bed clothes shall be required for each infant. A minimum of thirty-five square feet of play space, excluding crib space, shall be provided for each toddler. Cribs shall be kept at least three feet apart. Individual bed clothes shall be provided for each toddler. An adequate supply of child-size furniture and toys shall be required to meet the needs of each toddler. At least one adult rocking chair shall be provided for each toddler room. Adequate and accessible storage shall be provided for necessary supplies and personal belongings of the infants and toddlers. If there is a carpeted area, it must be vacuumed daily, but this cannot be done with children in the room. For each group of infants and toddlers there shall be a minimum of one changing table, one lavatory and one flush toilet easily accessible to the staff. After each use the toilets, toilet

chairs and lavatories shall be sanitized. Plastic bags shall be provided for the storage of wet and/or soiled clothing. The infants and toddlers shall have scheduled time for utilizing the enclosed outdoor activity area. (Indiana Department of Public Welfare, Regulation 3-464)

Environment and equipment for activities.

The indoor and outdoor environment shall be such to invite physical activity, learning and experimentation according to the child's age, and shall include play objects that the child can use independently and that respond to his actions.

The room for infants shall be so decorated and equipped as to create an environment that is quiet and restful, yet colorful with curtains, pictures and play objects.

The room for toddlers shall be arranged for active play with adequate space reserved for quiet activities and for privacy for any child when he needs it. An environment which overstimulates and makes the child overly excited and tense shall be avoided.

All articles which the infant or toddler is given to handle shall be non-toxic, safe to put in the mouth, large enough that they cannot be swallowed, and shall be without sharp edges or corners.

Play equipment for infants shall include articles to handle and play with which are washable and there shall be a sufficient number for each infant to be given four or five different articles during the day.

Play equipment for toddlers shall include a variety of toys and materials, sufficient in number to allow each child a selection of two or more at any one time. Play materials and equipment shall be provided from each of the following categories: Art supplies: Paper, large crayons, Blocks: Light weight, sturdy blocks of a size easy to handle, Books: Cloth picture books, Manipulative Toys: Pounding boards, push and pull toys, stacking toys, Large muscle equipment: Steps, low slide, rocking boat, jumping cushion, bouncing horse,

riding toys, balls, bean bags, Music: Child record player and child records, toy xylophone, bells, other musical toys, Washable cuddly toys.

Equipment for outdoor use shall include: Strollers, jumping chairs, play pens, and infant carriers as necessary to provide a safe and comfortable place for each infant, according to his age and degree of physical activity, and small riding toys, safe swings, low climbing structures, slides, push and pull toys, and balls for toddlers. (Indiana Department of Public Welfare, Regulation 3-465)

Individual Program of Child Care

The program of care for each child shall be planned prior to his admission by the center director or person in charge of the infant-toddler section, cooperation with an experienced child care worker on the staff of the center and the parent in order to assure consistency of care between the child's home and nursery and that each child's daily nutrition, physical, developmental and special needs will be met. This includes the requirement for the feeding plan. All special instructions regarding the child's plan of care shall be recorded and become a part of his record and a copy shall be given to child care staff as a guide in caring for the child.

Relationship of Child Care Personnel to Each Child

It shall be the duty of the child care personnel to carry out the detail of each child's daily program of care.

Each child shall be under the direct supervision of a responsible staff member at all times.

Child care personnel shall give each child a sufficient amount of time and attention to fully meet the child's individual needs.

Child care personnel shall handle each child in a manner that will promote his growth and development,

shall speak in pleasant tones in the nursery, and shall teach children in a gentle, firm and consistent manner about dangers.

Daily Activities for Infants and Toddlers

Each child shall be provided experiences which help him to develop his capacity to relate to people and his awareness of his environment and of himself as a person.

Activities offered the child shall be based on his physical maturity, individual sensitivities and strengths, individual need to interact with adults and children, and individual ability to cope with stress.

The daily activities for infants and toddlers shall be planned ahead and shall consist of but not be limited to activities from each of the following categories, according to the child's maturity and developmental needs: Gross motor and fine motor activities; Visual motor coordination activities; Language development activities; Development of other communication skills; Direct experience with materials; Activities which foster social and personal growth through individualized care by consistent mothering figures; Experiences which encourage the development of exploration and satisfaction of curiosity; Activities which help to develop organizing and categorizing skills.

Both infants and toddlers shall be taken out of doors daily when the weather permits. Among their activities should be watching older children at play, observing and listening to surroundings, and engaging in whatever play is appropriate and safe for their age.

Charts and Records

The Center shall devise a daily child care chart to be posted on the wall in a conspicuous place in each infant and toddler room for the purpose of reminding child care staff of individual and special health needs of children in the group. This chart shall be amended as often as necessary to keep it current, and shall have sufficient space for child care staff to note or to check information which is important to record for each child, such as medication which has been given, diarrhea, vomiting, continuous hunger, refusal of feeding, nose bleeds, injuries, skin rash or elevated temperatures.

The Center shall devise a plan for periodic recording of observations by the child care personnel of changes of intellectual, physical, emotional and social development or needs.

The person in charge of the infant-toddler section shall be responsible for implementation of the plans for keeping charts and records, and for use of such records to plan interviews with parents and to evaluate program goals. (Indiana Department of Public Welfare, Regulation 3-466)

Physical care. Each child shall have his/her physical needs taken care of promptly. Disposal towels shall be used to clean a child when necessary. The staff shall model good personal hygiene. Each child will have scheduled sleep periods based on his/her individual needs. The environment during the sleeping periods should be relatively quiet and darkened, if possible. One infant staff member shall be present in the room at all times. If only one staff member is present, another shall be available at all times for emergencies. Clean bedding shall be provided for each child daily. Soiled laundry shall be washed within twenty-four hours.

A child shall be handled gently and spoken to lovingly while being changed.

If a child is changed in his crib, a clean pad shall be used during the changing to protect bedding or a fresh sheet shall be provided after each changing.

If a common changing table is used, there shall be a soft washable padding on the table with a clean strip of waterproof, disposable paper to cover it. A fresh protective strip shall be placed on the pad after each diaper change.

Time of bowel movements shall be entered on the daily chart, as well as other significant observations such as signs of constipation or diarrhea.

The child's body shall be properly cleansed when changed. The supervising physician shall approve skin care procedures used by the Center, and care shall be taken to prevent contamination of common supplies.

There shall be sufficient supply of diapers available at all times so that each child can be kept clean and dry. Disposable diapers are preferred.

If disposable diapers are used, soil shall be immediately rinsed from them in a flush stool and they shall be stored in a tightly covered sanitary container in a plastic bag. The bags shall be tied tightly and removed from the nursery premises at the close of each day. If there is an approved incinerator available, bags shall be burned. If an incinerator is not available the bags shall be disposed of daily in the same manner as used to dispose of unburnable trash.

Planning how to help the child to use the toilet for bowel and bladder control shall be done with the child's mother. The Center shall discourage the mother in any effort to start this learning process until the child shows a readiness for and interest in keeping dry and clean, and demonstrates the ability to respond to teaching efforts. This learning shall never be forced, and shall be handled with consistency within the Center, and so far as feasible, between the Center and the home.

The child's responses to such learning shall be discussed with the mother so there will be coordination between the learning procedures at the Center and at home.

Learning toilet habits shall take place in a pleasant, relaxed atmosphere. A child shall never be forced to remain on the toilet for a prolonged period of time. There shall never be punishment given for failfure to conform or for wet or soiled clothing.

There shall be provided a sufficient supply of clothing to keep children dry and clean during the training process. If parents provide the extra clothing, each child shall have a separate container for his clean personal items and a separate container for his soiled clothing. (Indiana Department of Public Welfare, Regulation 3-467)

Health program. Upon acceptance into the Center each infant and toddler shall have a physicians statement regarding food, formula and current immunizations. Beginning at the age of one an annual intradermal skin test shall be required. The infants and toddlers in the Center shall be required to follow the same health program of the older children regarding exams and immunizations. This information shall be kept in the child's records. (Indiana Department of Public Welfare, Regulation 3-468)

Accident and sudden illness.

> All staff members who have direct contact with infants and toddlers shall have basic knowledge of current first aid procedures, particularly control of bleeding, treatment for shock, and artificial respiration. (Indiana Department of Public Welfare, Regulation 3-469)

Food service. Individual feeding plans shall be established prior to the admission of an infant or toddler. This plan shall be established based on a physicians recommendation and in consultation with the parents. If an infant is to be bottle fed, he/she shall be held in the arms of a staff member. The Center shall provide formula in a commercially pre-filled nurser with attached pre-sterilized disposable. At the time an infant is to receive cow's milk, it can be poured directly into a sterilized bottle or training cup at meal time. If a child does not drink all of the milk in the bottle or cup at feeding time it shall be discarded. A home sterilizer may be used to sterilize water,

bottles and nipples for infants that require sterilized water. Commercial baby food shall be purchased from an approved source by the Center. Each child shall have his/her own jar of baby food. The jar shall be dated, labeled with the child's name and refrigerated after use. If the contents of the opened jar are not used within twenty-four hours it shall be discarded. Each child shall have his/her feeding plan updated periodically. This shall be done by the physician and in consultation with the parent. "The feeding plan for each child shall be kept in the child's file, and a copy shall be posted for the use of food service persons responsible for that child's feeding." (Indiana Department of Public Welfare, Regulation 3-470)

Transition to Table Foods for Toddlers

A master menu for meals and snacks shall be prepared one week in advance, and planned to include all the dietary needs of children who are being introduced to table foods, and shall be kept on file as served for one year.

The menu shall be posted in the kitchen where the food is prepared, as well as in the area where the children are fed, and where it can be reviewed by the parents.

There shall be a special menu posted for each individual child who does not partake of the total meal as planned or who has special dietary needs.

The growing child should be encouraged to learn to feed himself with a spoon, but should also be allowed finger foods. Protective covering for the floor and child shall be supplied and the child's hands and face shall be washed before and after meals.

Appropriate furniture and eating utensils shall be provided so that each child has his own comfortable

place for feeding at the time he should be fed. When a child is able and seems ready to adjust to eating with others at a table, he may be placed at a child's table with no more than three other children under the supervision of an adult. At all meals, one adult shall be seated at the table to supervise no more than four children.

There shall be a continuing exchange of information between parent and child care worker regarding how the child is eating, his new eating skills, and the new food he enjoys. (Indiana Department of Public Welfare, Regulation 3-470)

Safety.

In addition to the regular staff requirements, there shall be sufficient staff on duty at all times, who have been trained by local fire officials in evacuating infants and toddlers from the nursery, to evacuate the number of such children under care at any time a fire might occur.

Furniture that could be pulled over by toddlers shall not be accessible to them.

All areas, surfaces and items including toys, cribs, jumpers and play pens with which infants, including crawlers and toddlers, will come in contact shall be free of any residual pesticides and paint containing lead or other harmful materials or finishes. (Indiana Department of Public Welfare, Regulation 3-471)

CHAPTER III

BOARD POLICIES

The Board Policies for The Children's Learning Center of Union Heights Church are categorized into four responsibility groups: (1) The Board of Directors, (2) The Director, (3) staff and (4) the parents.

I. Board of Directors

A. The Childreb's Learning Center shall care for children from the ages of infancy through 71 months.

B. The Children's Learning Center shall be in operation January through December, Monday through Friday, 7:00 a.m. - 5:45 p.m.

C. The Children's Learning Center shall abide by the Indiana Department of Public Welfare Rules and Regulations.

D. The Children's Learning Center shall maintain a safe and healthy environment.

E. The Children's Learning Center shall serve quality and healthful food and meals.

F. The Board of Directors shall hire the Director.

G. The Board of Directors shall hire a physician.

H. The Board of Directors shall provide adequate insurance for the Center; staff, and children.

I. The Board of Directors shall approve the need for hiring new personnel.

J. The Board shall handle the finances and accounting for the Center.

K. The Board of Directors shall approve major expenses.

L. The Board of Directors shall determine the fees for the Center.

M. The Board shall turn the finance records over to the church for an annual audit.

II. Director

A. The Director shall be responsible to the Board of Directors.

B. The Director shall be at least twenty-one years of age.

C. The Director shall attend meetings and report on the operation of the Center to the Board of Directors and the Executive Committee.

D. The Director shall implement policies adopted by the Board.

E. The Director shall provide budgetary information to the Board for the preparation of the annual budget.

III. Staff

A. The staff shall report to the Director.

B. The staff shall have illness, personal, and vacation days with pay.

C. The Director shall be responsible for the Parent Handbook.

D. The Director shall be responsible for the Personnel Handbook.

E. The Director shall determine admission and registration procedures.

IV. Parents

A. Parents shall be involved in Board Decisions.

CHAPTER IV

ADMINISTRATIVE PROCEDURES

In carrying out the administrative procedures, there will be three divisions: (1) the Board of Directors, (2) Personnel, and (3) General Operating Procedures.

Board of Directors

I. The Board of Directors shall hire the Director.

- A. Advertise in the newspaper.
- B. Interview potential candidates.
- C. Make reference checks of candidates.
- D. Hold a second interview with the top three candidates.
- E. Offer the first choice candidate the position.
  1. Discuss wage/salary
  2. Discuss benefits
  3. Discuss job description
  4. Discuss starting time
  5. Discuss length of contract

(Union Heights Church, Interview Process)

II. The Board of Directors shall evaluate the Director in a written review annually.

- A. The evaluation shall be based on the performance of the duties and responsibilities described in the Directors job description.
- B. The Board of Directors decision to renew the contract of the Director shall be based on the evaluation.

III. The Board of Directors shall approve the need for hiring new personnel.

A. The Director shall show just cause for the need of a new staff member.

IV. The Board of Directors shall prepare an annual budget for the Center.

A. The Director shall provide information for the budget.

1. The projected cost for expendable and consumable supplies.

a. Office supplies

b. Program supplies

c. Maintenance supplies

2. The projected cost for equipment purchase.

a. Program furniture

b. Office furniture

c. Program equipment

3. The current enrollment figures.

4. The projected enrollment figures.

a. Based on past trends in enrollment.

5. Contract Services

a. Consultants

b. Physician

6. The projected food cost.

7. The professional publications and memberships.

8. The projected training costs.
(Host p.141)

B. The Treasurer shall provide information for the annual budget.

1. Staff Services Costs
   a. Salaries, wages
   b. Social Security
   c. Workman's Compensation
   d. Health and Accident Insurance
   e. Retirement Program
   f. Unemployment Insurance
   g. Reimbursement Expenses
2. Insurance and Bonding Costs
   a. Accident Insurance
   b. Public Liability
   c. Profession Insurance for personnel
3. Space Cost
   a. Utilities
   b. Renovation
   c. Repair
4. Communication Costs
   a. Telephone
   b. Postage
   (Host p.141)

V. The Board of Directors shall be responsible for securing adequate funds for the operation of the Center.

   A. Holding Fund Raisers

   B. Solicit Funds from Public

   C. Contributions from the Union Heights Church

   D. Determine fees for the users of the service

VI. The Treasurer shall keep up-to-date accurate financial records.

A. A workable and precise bookkeeping system shall be used.

1. Income and expenses shall be recorded weekly.

B. The weekly fees shall be collected from the Director weekly.

1. Fees are payable one week in advance for the use of the service.

C. Should an account become deliquent by more than one full week the Treasurer shall contact the parents.

D. "The financial status of the Center shall be monitored by the Treasurer." (Union Heights Church Treasurer)

E. The Treasurer shall turn the financial records over to the Church Business Manager for an annual audit by January 15.

F. The Treasurer shall provide the State Department with the financial records upon request.

VII. The Board of Directors shall provide the Center with the sufficient forms and amounts of insurance.

A. Accident Insurance

B. Public Liability

C. Professional Insurance

D. Unemployment Insurance

VIII. The Board of Directors shall hire a physician that has an unlimited State license to serve as the health consultant to the Center.

A. Communicable disease

B. Sickness of a child

VIIII. The Board of Directors shall require the parents to transport, or find transportation for the children to and from the Center.

X. The Executive Board, upon a vacancy in one of the two parent positions, shall appoint a volunteer parent to serve on its Board.

A. The parents on this Board shall represent all the parents using the Center. (Union Heights Church Parent Information)

Director

I. Qualifications

A. The Director shall be at least twenty-one years of age.

B. The Director shall have a Bachelors Degree in Early Childhood Education or Elementary Education with courses in the field of Early Childhood.

C. The Director shall have at least three years experience in a child care service. (Union Heights Church, Personnel)

II. Program Development and Planning

A. The Director shall:

1. Have the administrative responsibilities for coordinating all aspects of the program. (Brophy p.336)

2. Operate the program smoothly from day to day in accordance with the Indiana State Regulations, the Board Policies, and the needs of the children.

3. Be responsible for the continuous development of the program.

4. Be responsible for employing and dismissing staff and volunteers. (Brophy p.338)

5. Determine staff schedules.

6. Coordinate and conduct on-the-job training and workshops for the staff.

7. Provide orientation to new staff. (First English Lutheran Church)

8. Coordinate and conduct monthly staff meetings.

9. Develop and carry out a program of evaluation of the school and staff. (Cohen p.37, See appendix for staff evaluation form)

10. Provide the Board budgetary information in preparation for annual budget.

    a. The projected cost for expendable and consumable supplies.

    b. The projected cost for equipment purchases.

    c. The current enrollment figures.

    d. The projected enrollment figures.

    e. The projected costs for contract services.

    f. The projected food cost.

    g. The cost for professional publications and memberships.

    h. The projected cost for training.

11. Collect weekly fees, record payments and transmit the fees to the Treasurer.

    a. Fees shall be paid to the Director by Monday of each week.

    b. The fees shall be kept in a locked cabinet until Friday at which time the Treasurer shall pick them up.

12. "Determine the need and issue the requisitions for all purchases, maintenance of equipment and supplies for approval of the Board." (IUSB Children's Center, Job Description)

13. Make monthly reports to the Board on the operations of the Center. (Union Heights Church)

14. Coordinate public relations with the Board.

15. Provide an orientation for new parents.

    a. Conduct a pre-admission interview.

16. Distribute the parent handbook to each parent.

17. Hold monthly general meetings with the parents.

    a. Discuss the program.

    b. Discuss concerns of parents.

    c. Discuss up-coming events.

18. Handle all conflicts and problems which may arise with parents and/or teachers.

    a. Individual conferences

    b. Parent, teacher, Director conferences

III. Facility

A. The Director shall:

1. "Monitor all license and safety guidelines to maintain quality standards of the program." (IUSB Children's Center, Job Description)

2. Maintain a clean, orderly environment.

3. "Supervise the requisitioning and maintenance of supplies and equipment for the Center." (Host p.41)

IV. Supervisory and Administrative

A. The Director shall:

1. Supervise, coordinate and direct the activities of all staff members and volunteers.

2. Employ and dismiss staff members and volunteers.

3. Schedule assignments of the staff and volunteers.

4. Supervise and define the curriculum areas for the preschool children.

5. Determine the registration process.

6. "Enroll children and determine the fees to be paid by individual families in accordance with Board Policy." (Host p.41)

7. Annually submit an application for license renewal.

8. Establishing an agreement with the local hospital for the emergency admission or treatment of a child or staff.

9. Notifying the parents in the event of an illness or emergency.

10. Keeping the staff and children's records updated by reviewing them monthly, adding as necessary.

11. Submitting a food plan to the State Department upon request.

12. Keeping a daily attendance record of the total number of children cared for.

13. Providing substitute teachers when needed from the "substitute list."

14. Maintaining the State Licensing ratio between adults and children.

15. Carrying out the personnel policies.

16. Listing the rules for emergency evacuation in the event of a fire or storm.

17. Conducting one fire drill per month and including the assistance of the local fire department.

18. Supplying a Red Cross First-Aid Manual to each classroom.

19. Keeping emergency first-aid supplies available as required by physician.

20. Acquiring and listing the emergency phone numbers of the local fire department and ambulance service next to the phone.

21. Determining the need for a new staff member.

22. Scheduling vacations and personal holidays of the staff; mutual agreement between Director and staff member shall be reached before vacation or personal holiday is granted.

23. Notifying the local health authority in the event of an outbreak of a communicable disease.

24. Keep all harmful chemicals and drugs locked in a cabinet, inaccessible to children.

25. Making certain that at least two staff members are present at all times.

26. Determing pay increases based on evaluations and length of employment.

27. Keeping accurate record of fees.

28. Keeping accurate record of the expenses from petty cash.

29. Planning weekly menus in conjunction with the cook; Food from four basic food groups meet dietary needs of all children.

30. Having an inventory of all materials and supplies.

Personnel

Teacher

I. Qualifications

A. The teacher shall be at least eighteen years of age.

B. He/she shall have completed a minimum of two years of college, including courses in early childhood.

C. A physical exam, meeting the State's requirements within one month prior to hiring.

D. The teacher shall have at least two years of experience teaching at a child care service.

II. Attributes

A. "Staff members need to posses personal attributes such as dedication, warmth, sensitivity, emotional stability and maturity, patience, ability to develop trusting relationships with children and adults, and good health." (Host p.19)

III. Supervisory and Administrative

A. "The major role of the teacher is to create an environment where children can develop a love of learning." (Brophy p.10)

B. The teacher shall determine the curriculum within the limits set by the Director.

C. The teacher shall supervise the scheduling of events in the classroom.

1. Periods of stimulation

2. Periods of rest

3. Outdoor play

4. Activity time

D. The teacher shall select learning activities for the children.

1. The developmental level of the children shall be met.

2. "Provide a variety of activities to fulfill the emotional, intellectual, creativity, physical, and social demands of the child." (Hilderbrand p.24)

E. The teacher shall be responsible for the discipline of misbehavior of his/her classroom within the limits set by the Center.

1. "Discipline in the nursery school is carefully planned and carried out in such ways that children can grow in autonomy through successful deciding and doing." (Smart and Smart p.169)

2. Guides for action

a. Act with confidence and sympathetic firmness in disciplining.

b. Good timing of action id essential in discipline.

c. Use simple, clear statements about what is acceptable behavior, with choices when possible, adding statement about what is not acceptable if this will clarify the situation.

d. The consequences for misbehavior should be immediate, of short duration, and without humiliation for the child.
(Read p.109)

F. Each teacher is responsible for keeping a neat and orderly room.

G. The teacher shall make decisions that shall concern the health and safety of the children.

H. The teacher shall eat lunch with the children.

I. The teacher shall report to the director.

1. The teacher shall carry out procedures given by the Director.

J. The teacher shall train the assistant teacher. (Brophy p.345)

1. The teachers shall plan and guide the assistant teacher and volunteers.

2. The teacher shall communicate directly with the teacher assistant and volunteers.

K. The teacher shall communicate directly with the parents.

1. The teacher shall attend parent-teacher conferences.

L. The teacher shall attend staff meetings, workshops and lectures that shall be provided.

Infant and Toddler Teacher

I. Qualifications shall be the same as for any other teacher at the Center.

II. Attributes shall be the same as for any other teacher at the Center.

III. Supervisory and Administrative shall include the same requirements as the other teachers in the program and also some additional requirements.

A. Prior to the admission of an infant or toddler teacher the teacher and parent shall plan an individualized program.

B. Daily contact with the parents is required.

C. Children taking a bottle must be held while eating.

D. Daily charts for each child shall be posted and maintained.

E. Must follow State regulation for soiled diapers.

F. Requisitioning from the Director supplies needed for the operation of the infant and toddler room.

1. Diapers
2. Formula
3. Powder
4. Baby wipes
5. Baby food

Assistant Teacher

I. Qualifications

A. Eighteen years of age

B. Graduate from high school

C. One year of child care experience at a child care service.

II. Responsible for:
   A. Assisting one or more Group Teachers as directed.
   B. Supervising play activities as requested by teacher by:
      1. participating with children in group games;
      2. enforcing safety rules;
      3. intervening when children are likely to injure themselves or each other;
      4. remaining with one or more children until relieved by another adult.
   C. Preparing supplies and the environment for activities.
   D. Maintaining an orderly environment for the group.
   E. Observing, recording and reporting individual child's behavior as assigned.
   F. Assisting children with self-care activities.
   G. Aiding individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
   H. Assisting with meal and snack service.

(Host p.42)

Volunteers

I. Qualifications

   A. The volunteers must be eighteen years of age.

   B. The candidate for the volunteer position shall complete an application and then shall be interviewed by the Director. (See volunteer application in the appendix)

   C. "Volunteers shall be required to committ themselves to a definite schedule of service, although their schedule may be more flexible than those of the regular staff." (Day Care, Serving Infants p. 30)

II. Acceptance

   A. The Director shall make a decision about accepting the volunteer based on the above information and the reference reports.

III. Duties

   A. The volunteer shall be assigned duties based on

his/her qualifications.

B. A volunteer shall not be left alone in charge of children at any time.

IV. Dismissal

A. In the event a volunteer is not working out, the dismissal procedure for the other staff members shall also apply to him/her.

Cook

I. Qualifications
   A. Experience in quantity cookery.
   B. Physical exam
   C. Ability to make use of left-over and surplus food.
   D. Dependability
   E. Ability to relate well to children.

II. Duties
   A. Responsible for safe preparation and storage of all foodstuffs used at center through:
      1. Requisitioning appropriate amounts of foodstuffs at established intervals and preparing designated menus.
      2. Storing foods appropriately before and after cooking in bins, cupboards or refrigerators.
      3. Preparing vegetables by washing, scraping, peeling, chopping.
      4. Cooking vegetables, meats, sauces, desserts, and other foods.
      5. Recording amounts of food, including milk used daily.
      6. Washing and sterilizing dishes, pots and utensils after meals.
      7. Cleaning refrigerator, stove, bins, cupboards according to designated schedule.
      8. Scrubbing counters and sinks after meals.
      9. Washing dishtowels after use.
      10. Sweeping and mopping kitchen floor.

(Host p.44)

Hiring Procedures

I. The Director shall determine the need for additional staff members, based on an increase in enrollment, the resignation of an employee, or the dismissal of

of an employee. (Union Heights Church, Hiring Procedure)

II. Approval of the needed staff member shall be made by the Board of Directors. (Union Heights Church, Hiring Procedure)

III. An ad shall be placed in the paper, briefly stating position available, qualifications and address to pick up applications.

IV. Upon review of applications, appointments shall be made with potential candidate.

V. References shall be contacted requesting a written review of the candidate.

VI. Interviews shall be conducted by the Director.

VII. The Director shall have a second interview with the three top candidates.

VIII. Based on all the above information the Director shall select the best qualified candidate for the position.

VIIII. An offer for the position shall be made to the best qualified candidate and a discussion of the complete job description, personnel policies, wage, and starting date shall take place at this time.

X. An agreement shall be reached between the candidate and the Director.

XI. In the event that the first choice candidate declines the offer, the second choice candidate shall then be offered the position, and then the third choice candidate shall be offered the position, if second choice candidate declines the offer.

XII. If all three top choice candidates decline the position, the Director may start the interview procedure over again with new candidates. (Host p.21)

XIII. Of utmost importance is the staff of the Center because "staff is a vital ingredient in quality care." (Axelrod p.21)

Dismissal of Staff Member

I. If an unfortunate situation arises where it shall be

necessary to release a staff member due to poor performance, declining enrollment, or lack of funds, a thirty day notice shall be given. (First English Lutheran Church, Staff Information)

II. If poor performance is strictly the reason the Director shall meet with the staff member prior to being given "notice."

A. Written documentation of specific complaints by parents and children including the dates of the occurences shall be discussed.

B. The Director shall give suggestions to improve his/her performance.

C. The staff member shall be put on a one month probation period to improve him/herself. (IUSB Children's Center, Staff)

D. At the end of one month the Director shall meet with the staff member to discuss progress and the Director shall make a decision on the future employment of the staff member.

III. Should a gross misdemeanor by the Director or other staff member occur, the Board or Director shall immediately dismiss the person. (First English Lutheran Church, Personnel)

Personnel Handbook

I. The Director shall devise a handbook for the staff.

II. Upon employment each staff member shall receive their own copy of the handbook.

III. Each staff member shall be expected to read and follow the information in the handbook.

IV. The handbook shall include the personnel policies.

A. Length of workday and work week

B. Holidays that are taken with pay

C. Sick days

D. Personal days

E. Vacation days

F. Fringe benefits offered

G. Resignation and termination procedure

H. Health and medical requirements

I. Wage and salary scale
(Host p.19)

V. The Director shall require the employee to sign a statement saying he/she has read and understands all the information in the handbook before he/she starts the first day.

Illness, Personal and Vacation Days

I. Each staff member shall have six paid sick days per twelve months of employment.

A. These days shall not accumulate to more than twelve days.

B. A substitute shall be called to work while a teacher is out.

II. Each staff member shall have three personal days per twelve months of employment. (First English Lutheran Church, Personnel)

A. These days shall not accumulate.

B. Arrangements shall be made in advance, if possible, with the Director so a substitute can be called.

III. Each staff member shall have ten vacation days per twelve months of employment.

A. These days shall not accumulate to more than twenty days.

B. A mutual agreement shall be reached with the Director, if possible, before vacation time is granted.

Staff Training and Development

I. The Center shall be required to attend four meetings for staff training and development, per twelve month employment period.

   A. The attendance shall be at meetings offered at the Center or elsewhere.

   B. Staff members shall be paid for their time while attending meetings. (Parker p.32)

II. Workshops

   A. The topics for workshops shall include topics determined by the staff.

III. Pre-service Education

   A. An intensive pre-service education program should emphasize concrete and practical experiences.

   B. Suggested goals for a pre-service education program are:

      1. Discuss the philosophy and goals of the program.

      2. Organize and catalog instructional materials.

      3. Acquiring experience and skills in using materials, behavior management...

      4. Acquire experience in working with parent and other members of the community in an instructional environment.

      5. Gain experience in using audio-visual equipment.

      (New Albany Schools p.19)

   C. "In-service programs potentially can (1) help teachers to develop instructional skills, and (2) provide the camaraderie and coordination necessary for a successful program." (Brophy p.353)

IV. Monthly Meetings

   A. Each staff member shall attend monthly staff meet-

ings held by the Director.

General Operating Procedures

I. Admission Procedures

A. Children shall be registered on a first-come, first-serve basis, until the classroom limits are filled.

B. The child shall be at least six weeks of age before enrolling and no older than 71 months.

C. Children shall not be discriminated against by sex, age, race or creed.

D. Children with special needs shall be accepted providing the Center can meet the needs of that child.

1. A child with special needs may try out the Center for a month or two to determine if the Center can meet his/her needs. (Granato p.26)

E. A pre-admission interview shall be held with the Director, parents, and child.

1. The following shall be discussed with the parents:

a. Philosophy of the program

b. Procedures that shall be followed

c. Basic Admission Forms. These forms shall be filled out at the time of pre-admission interview.

(1) General Information Form

(2) Emergency Card Form

(3) Permission for field trips form

(4) Social Development Form

(5) Developmental History Forms

(6) Articles of Agreement Sheet

(7) Enrollment Form
(See Appendix for example forms of General Information, Emergency Card, Permission for Field Trip Form, Enrollment Form and Developmental History Form)

d. Hours, Days, Months of Service

(1) Hours; 7:00 a.m. - 5:45 p.m.

(2) Days; Monday - Friday

(3) Months; January - December

e. Fees and Payments
(Leeper p.157)

f. Staff/Child Ratios

g. "Transportation to and from school" (Leeper p.157)

h. "Meals and snacks" (Leeper p.157)

i. Parent Involvement

(1) Parent Conference

(2) General Parent Meetings

(3) Participation of the Board of Directors

(4) Volunteer

j. Observations of the child shall be made by the Director at the interview.

k. The final authority for admitting a child lies with the Director.

l. A waiting list shall be employed if there are more applicants than openings. (First English Lutheran Church, Nursery School)

(1) Upon an opening, the child at the top of the waiting list of that particular age group for which there is an opening, shall be contacted.

m. Prior to the first day of attendance the child must have on file in the office:

(1) The physical examination form (See appendix for example form)

(2) All pre-admission forms

n. One week's advance payment and the registration fee shall be paid on the child's first day. (IUSB Children's Center, Information Sheet)

0. The Director shall introduce the child to the Center on an individual basis.

Health Records

I. The Director shall keep accurate and up-to-date health records for each child and staff member.

A. The Director shall send a written notice to the parents or staff member thirty days prior to the expiration of physical examination form.

1. Physical exams are required annually.

2. If new examination forms are not provided by the expiration date of form on file, the child/staff shall be excluded from the Center by the Director until new form is on file.

B. The health records shall be generally reviewed monthly to add or out-date information.

C. Medications and "medication-given-by" form shall be added daily.

Medication

I. The Director, or any staff member, shall not dispense any medication without written permission from the parent and a physician.

II. The medication must be in the original container with the original label attached, stating the child's name,

dosage, intervals to be given, physician's name, and date.

III. The medication shall be kept in a locked area/cabinet.

IV. Only staff members on the payroll may dispense medication. (Union Heights Church, Medication Sheet)

V. Each time the medication is given, the person who administers it must sign the "medication-given-by" form and at the end of the day turn it in to the Director to be filed in the child's health record.

VI. Upon completion of the medication the Director shall return the container to the parent.

Isolation Quarters

I. In the event a child becomes ill or is suspected of having a communicable disease, the Director shall place that child in a separate room.

a. The child shall be under supervision at all times.

II. The Director shall immediately contact the parents for the removal of the child from the Center.

III. A physician's note stating that the child may return following an illness shall be required by the Director.

Withdrawal Procedure

I. The parent must give written notice to the Director on or before the child's last day.

A. State the reason for withdrawing

B. Effective date for the withdrawal

C. Signature of parent
(IUSB Children's Center, Information)

II. If written notice is not given, the parents shall be held responsible for fee up to thirty days following the last date the child is present in the Center.

III. The Director shall automatically withdraw the child from the Center if written notice is not given within thirty days from the last date the child was at the Center.

Parent Handbook

I. The Director shall develop a parent handbook.

A. The parent handbook shall contain the following information: "goals/philosophy, refunds, annual health exams, licensing, admission procedures, committment to serving the children with special needs, ages served, grouping of children, fee and payments, times open/closed (holidays), procedure for dropping off and picking up children, illness, medication, necessary supplies, meals and snacks served, philosophy and need for communicating changes in the home, withdrawal procedure, parent and staff conferences." (Wehren p.409-410)

B. The handbook shall be given to each parent during the initial interview for admission.

Newsletter

I. A monthly newsletter shall be mailed to the parents informing them of upcoming events, meetings, classroom curriculum studies and new information about the Center. (Leeper p.386)

Rules

I. The parents shall attend two parent-teacher conferences per twelve month period, or more if deemed necessary. (New Albany Schools p.55)

II. Each child shall be required to have one extra set of clothes at the Center at all times. Children that are potty-training shall have at least three extra sets of clothes at the Center

III. Children shall not be dropped off before 7:00 a.m. and shall be picked up by 5:45 p.m. Also, children shall not be dropped off before their scheduled time and shall be picked up at scheduled times. Fines

shall be imposed on offenders. Habitual offenders may automatically have their child withdrawn from the Center.

IV. Snacks and meals shall be provided by the Center and any "special" snacks must be approved by the Director prior to the child bringing them.

V. Parents shall sign their child "in" and "out" each day. This shall be done in the Center office.

VI. Parents shall attend one general group meeting per year. (Read p.382)

VII. Staff members of The Children's Learning Center shall not use corporal punishment as a form of discipline. A "time-out" approach shall be used.

VIII. The parents shall not receive a refund for the days their children are absent from the Center. (Union Heights Church, Information)

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OTHER SOURCES

Barbee Creek Day Care

Community Coordinated Child Care

First English Lutheran Church Nursery School

First Methodist Day Care

IUSB Children's Center

Jack N' Jill Day Care

Misty Mountain Day Care

Union Heights Church

APPLICATION FOR DAY CARE

The purpose in securing this information about your child is to help the staff better understand your child and to help you know what to expect from the center or program. Your child's care during the day is a responsibility we share.

Family Name_____Mother_____Father_____
Address_____Telephone No.___Marital Status____
Children: (For whom placement is requested)

	Name	Nickname	Birthdate	Place of Birth	Center(group) or Day Care Home
1.					
2.					
3.					
4.					
5.					

Mother's Employer_____Address_____Tel. No._____
_____ _____
_____ _____
Work Hours____to_____ Number of Days_____
Father's Employer_____Address_____Tel. No._____
Work Hours____to_____ Number of Days_____
In emergency call_____Tel. No.____Relationship_____
Who will call for child____Means of Transportation_____
Other members of household (including children not under care)
1._____
2._____
Has child had previous day care placement?____Where?_____
Reason for requesting placement_____
Age of child when mother returned to work_____
Doctor or Clinic used____Address_____Tel. No._____

Income	Gross (Specify monthly or weekly)	Other (AFDC,etc.)	No.days employed per week
Mother			
Father			

Assigned: Social Worker_____Facility to be used_____
Date to enter_____Fee_____Plan of Payment_____
Insurance_____Plan of Payment_____
(Host p.90)

Enrollment Form:

Child's name_____Birth date_____
Home address_____
Father's name_____
Business address_____phone_____
Mother's name_____
Business address_____phone_____
Guardian's name (if other than the above)_____
_____(relationship)_____
Business address_____phone_____
Name of person to be called in case of need_____
_____(relationship)_____
Address_____phone_____
Physician (to be called in an emergency)_____
Address_____
If this physician cannot be reached, what action should be taken. Emergency hospital?_____Other_____
Special remarks concerning the child_____
_____
_____

Name of persons authorized to take your child from the nursery school (child will not be allowed to leave with any other person without written authorization from the responisble parent or guardian)

_____Relationship_____
_____Relationship_____
Signature of parent or guardian_____date_____
For center use:
Date of Admission_____Date of Discharge_____
(Hostrawser, p.54, ED187440)

GENERAL INFORMATION FORM

Name of Child_____ Phone_____
Date of Birth_____ Place of Birth_____
Present Address_____
Father's Name_____ Mother's Name_____
Stepfather's Name_____ Stepmother's Name_____
Occupation_____ Occupation_____
Level of Education_____ Level of Education_____
Employer_____ Employer_____
Phone_____ Phone_____
Marital Status of Child's Parents_____
Other Children in the Family (list names and ages from oldest to youngest)

_____ _____
_____ _____
Give name of anyone else who is regularly in the home_____
relationship_____
Babysitter (name)_____
(address)_____ (phone)_____
Is a language besides English spoken in the home?_____
Which?_____
If your child is accustomed to a nickname, please list_____

Physical Background and Development

Pregnancy: Full term?___ Premature birth?___ Any complications?_____
If your child is adopted, and you feel it would help him/her for us to know this, please speak to us.
State age of sitting up_____ Walking_____ Talking_____
Has your child had any:
allergies_____ convulsions_____
severe illnesses_____ severe accidents_____
operations_____ hearing problems_____
hospital experiences_____ visual problems_____
bowel problems_____ diet problems_____
Explain:_____
_____
Describe your child's sleeping habits (naps, bedtime)_____
Does your child dress independently?_____
Does your child have a physical handicap?___ Explain_____
Does your child show marked preference for right hand?_____
left hand?_____

Discipline and Habits

Is your child easily managed or difficult to manage?_____
What methods of discipline have you found to be most effective?_____
How does your child react to controls and corrections?_____
_____
Has your child any fears of which others should be aware?__
_____
Does your child suck thumb or fingers?_____
Play with hair?_____

Family and Play Information

What activities does your child enjoy with:

Mother?_____

Father?_____

Brothers and Sisters?_____

What age and sex are your child's most frequent companions?

_____

Does your child enjoy playing alone?_____

Does your child have a pet?_____
(name and type)

Does your child like to listen to stories?___ From whom?___

What type of play would you describe as being your child's favorite?_____

What would you like your child to gain from this nursery school experience?_____

_____

Add any additional information which may be helpful to us in serving your child.

_____

_____

_____

(First English Lutheran Nursery School, General Information Form)

HEALTH AND PHYSICAL RECORD

NAME_____ Date_____
(please print) Last First Middle
Physical Examination No defect-0;Defect-Note___Record of
Required Immunization Date
Height_____Weight_____
Eyes_____
Ears_____
Nose_____
Throat_____
Lungs_____
Heart_____Blood Pressure____
Posture_____
Abdomen_____
Hernia_____
Urinalysis: Sugar__Albumin___
Other Lab findings_____
_____

Triple Immunity DPT/Td
1._____
2._____
3._____
4._____
5._____

Polio Vaccine-Oral
1._____
2._____
3._____
4._____
5._____

Measles(Rubeola) _____
Rubella _____
Mumps _____
Smallpox(if done)_____

TESTS
Tuberculin test Date_____ Neg___ Pos___ X-Ray_____
Sickle Cell Anemia Yes_____ No_____ Results_____
Lead Poisoning Yes_____ No_____ Results_____
ALLERGIES
_____
MEDICATION TAKEN REGULARLY
_____
Is there any condition which should be considered in planning this child's program? _____
_____
This form shall be filled out by your Doctor.
_____,MD
(IUSB Children's Center, Health and Physical Record)

DEVELOPMENTAL HISTORY

CHILD'S NAME_____Birth Date_____
Last First Date,Month,Year

PERSONAL HISTORY

Type of Birth____Normal____Premature____Any Complications?
_____

Age he began sitting_____Crawling_____Walking_____
Is he a good climber?_____Does he fall easily?_____
Age he began talking____Does he speak in words?_____
or sentences?_____Does he have any difficulty speaking?_____Other language_____
Special words to describe his needs_____

HEALTH

What arrangements can you make for child's care during illness?_____
Doctor's name_____Address_____Phone_____
What communicable diseases has child had? Measles(Big'Red)___
Measles (3 day)____Mumps____Chicken Pox____Whooping Cough_
Other_____
Any serious illness or hospitalization?_____
Hospital Preferred_____
Any physical disabilities?____Any known allergies (asthma, hay fever)?_____
(insect bites, medicines, etc.)
How many colds has your child had this past year?_____
How does the child react to an elevated temperature?_____
Special instructions if child becomes ill_____
Are any medications given regularly?_____
Has doctor ever prescribed aspirin?_____

EATING:

Is child usually hungry at mealtime?_____Between Meals?_
What are his favorite foods?_____
What foods are refused?_____
What eating problems does the child have?_____
Any food allergies?_____Does child eat with spoon?_____
Fork?_____Hands?_____

TOILET HABITS:

Can the child be relied upon to indicate his bathroom wishes?
_____
What word is used for urination?_____
For bowel movement?_____
Does the child need to go more frequently than usual for his age?_____
Is he frightened of the bathroom?____Does he have accidents?
How does he react to them?_____
Does child need help with toileting?_____
Was the child easy or difficult to train?_____Does the child wet his bed at night?____How often?_____

DEVELOPMENTAL HISTORY (Continued)

CHILD'S NAME_____ BIRTH DATE_____
Last First Day Month Year

SLEEPING:
What time does child go to bed?_____Awaken?_____
Is he ready for sleep?_____Does he have his own room?_____
Own bed?_____Does he walk, talk, or cry out at night?_____
What does he take to bed with him?_____
What is his mood on awakening?_____
Does he take naps?_____(From when_____to_____)

SOCIAL RELATIONSHIPS:
Has he had experiences in playing with other children?_____
By nature is he friendly?_____aggressive?_____shy?_____or withdrawn?_____
How does he get along with his brothers and sisters?_____
_____Other adults?_____
With what age child does he prefer to play?_____
Does he know any children in the center or day care home?___
Do you feel he will adjust easily to the day care situation?
_____
Does he enjoy being alone?_____How does he relate to strangers?_____
Does he demand a lot of adult attention?_____
What makes him mad or upset?_____
_____How does he show his feelings?_____
What do you find is the best way of handling him?_____
Who does most of the disciplining?_____
Is he frightened by any of the following: Animals?_____
Tall people?_____Rough children?_____Loud noises?_____
Dark?_____Storms?_____Anything else?_____
Favorite toys and activities at home_____
Does he like to be read to?_____Listen to music?_____
Does he prefer to play outdoors?_____Can he ride a tricycle?
_____Has he had experience with: Clay?_____Scissors?___
Easel Painting?_____Finger painting?_____Blocks?_____
Water Play?_____

COMMENTS:
In what particular ways can we help your child this year?___
_____
_____
Describe your child briefly (physical appearance, personality, abilities)_____
_____
_____
If school age: Grade Placement_____Where_____
Adjustment_____
_____

DEVELOPMENTAL HISTORY (Continued)

CHILD'S NAME _____ BIRTH DATE _____
Last First Day Month Year

ADDITIONAL INFORMATION FOR BABIES AND TODDLERS:

Any history of colic?_____Is baby's skin highly sensitive?_____Frequent diaper rash?_____Do you use: oil?_ powder?_____lotion?_____other?_____

Are plastic pants used?: always_____Sometimes_____never_____

Current feeding schedule_____

_____

_____

Length of time this schedule in use_____

Any special feeding problems?_____

How has child been fed?: held in lap_____high chair_____ other_____

Are bowel movements regular?_____How many per day?_____What time?_____

Is diarrhea?_____or constipation?_____a problem?_____

Does child use a pacifier or suck thumb?_____

Does child pull up?_____Crawl?_____Walk with support?_____

Does child have a "fussy" time?_____When?_____

How handled_____

_____

Has toilet training been attempted?_____What is used at home? Potty chair_____Special Toilet seat_____Regular toilet seat_____

Date Placement is Desired_____

Fee set_____

Facility_____

Worker_____

(Host p.91-93)

19__ - 19__ EMERGENCY CARD

Child's Name_____Age_____Sex_____
Last First Nickname yr. mo.

Home Address_____Phone_____

Father's Name_____ Mother's Name_____

Employer_____ Employer_____

Business Phone_____ Business Phone_____

If parents cannot be reached, call:_____
Name Relationship Phone

Family Doctor_____ Doctor's Phone_____

Permission to take to hospital?____Which one?_____

State who has permission to pick child up at school_____
Name

_____
Phone

Parent's Signature_____

(First English Lutheran Nursery School, Emergency Card)

FIELD TRIP PARENT RELEASE FORM

Children learn best by having opportunities to see for themselves, to touch, to taste, to smell, to hear and then to talk about their experiences. As they discuss their new experiences, opportunities are presented for clarifying misconceptions and expanding knowledge. Therefore, field trips provide children firsthand information, observation, study and a broadening of concepts.

The Children's Learning Center has my permission to transport _____
(name of child)
on excursions of other planned trips away from the school. I understand that every possible precaution will be taken to ensure the health and safety of my child and that I will be given written notification ahead of time of all trips. Each child making any field trips and the parents of such child assume all risk of loss or damage and expressly release the Children's Learning Center, its trustees, teachers and all other agents and employees from all liability therefore. I agree to pay a fee if requested.

_____
(parent's signature)

(First English Lutheran Center, Field Trip Form)

NAME: _____ DATE: _____
CENTER: _____ DIRECTOR: _____

EVALUATION OF TEACHER

Indicate evaluation by using numbers 1 through 5: 5 meaning high, appropriate, or very good; 3 average; and 1 low, inappropriate, or poor in that particular characteristic.

PERSONAL QUALITIES

1. _____ Friendly, warm.
2. _____ Appearance: dress, posture.
3. _____ Speech and voice: Clear and well modulated.
4. _____ Tact and courtesy: Observes social conventions; tolerant and considerate of others.
5. _____ Displays a sense of humor.
6. _____ Dependable.
7. _____ Self-confident.
8. _____ Enthusiastic about teaching.
9. _____ Expresses a desire to learn.
10. _____ Ability to evaluate self.
11. _____ Profits by criticism.

ASSUMING RESPONSIBILITIES

12. _____ Is independent in assuming responsibility.
13. _____ Adjusts temperature, light, and ventilation.
14. _____ Achieves efficient and satisfactory arrangement of playroom and play yard.
15. _____ Is flexible in planning program for children.
16. _____ Plans activities to enrich the lives of children according to their level of development.
17. _____ Overall planning for program activities.
18. _____ Daily preparation for program activities.
19. _____ Discusses pertinent problems with director.

WORKING WITH CHILDREN

20. _____ Creates a warm and accepting environment.
21. _____ Likes children, shows a real enjoyment of them.
22. _____ Recognizes when children are happy and relaxed.
23. _____ Enjoys humorous incidents with children. Seems to enjoy laughing with them.
24. _____ Understands children on their own level.
25. _____ Accepts each child as he is.
26. _____ Recognizes that each child is a sensitive, thinking individual and treats him accordingly.
27. _____ Shows awareness of program or lack of it in a child's behavior.
28. _____ Relates easily to children.
29. _____ Impartial in dealing with children.
30. _____ Aware of differing moods of children, adjusts standards for them at times when they are fatigued, irritated, overstimulated, etc.
31. _____ Uses different, though consistent, methods in dealing with different children.
32. _____ Is imaginative and creative.

33. _____ Is resourceful in a practical way, has common sense.
34. _____ Uses positive approach.
35. _____ Helps children accept limitations.
36. _____ Makes suggestions without antagonizing.
37. _____ Does not overstimulate or cause tension in children.
38. _____ Removes distracting influences.
39. _____ Alert ot total group, even when dealing with a part of it.
40. _____ Remains controlled in startling or difficult situations.
41. _____ Encourages and guides the expression of feeling.
42. _____ Assists children in gaining confidence.
43. _____ Treats the child's possessions and projects with care.
44. _____ Gives children opportunity for manipulating various kinds of creative materials.
45. _____ Explains relations between a child's individual rights and group rights.
46. _____ Guidance of children in group relationships.
47. _____ Guidance of activities according to group needs and interests.
48. _____ Guidance of children in developing motor coordination.
49. _____ Guidance in music experiences.
50. _____ Guidance in story and language experiences.
51. _____ Guidance in science experiences.
52. _____ Guidance in use of creative materials.
53. _____ Guidance in toileting routine.
54. _____ Guidance in resting.
55. _____ Guidance in eating experiences.

WORKING WITH ADULTS

56. _____ Is interested in people, thinks in terms of helping them rather than criticizing.
57. _____ Cooperates well with adults.
58. _____ Is considerate of activities of other adults.
59. _____ Welcomes new ideas, flexibility as shown by willingness to consider new ideas.
60. _____ Maintains high standards of professional ethics in regard to children and staff.
61. _____ Realizes that situations cannot always be handled in the home as they are at school.
62. _____ Attitudes in working with parents is cooperative.

SPECIFIC STRENGTH OF TEACHER:
SPECIFIC LIMITATIONS OF TEACHER:
OTHER COMMENTS:
(Host p.33-35)

VOLUNTEER APPLICATION FORM

Date _____

Name _____ ( ) ( ) ( ) Phone No. _____
Last First Mr. Mrs. Miss

Address (Present) _____ Own Car__ Yes or__No
Permanent Address _____ Drivers License____
Married? _____ Children: Names and Ages _____

Date and place of Birth _____
Type of activities you are interested in working with _____

Educational Background:

School	Address	Date Attended	Degree

Activities participated in at school or in the community ___

Hobbies _____

Foreign Languages _____

What experience have you had as a volunteer in community services? _____

What special training have you had in health, music, art, dancing, group leadership, athletics, etc.? _____

Do you play a musical instrument? _____

Do you have teaching experience? (If so, please describe)

What age groups have you worked with as a group leader? ____

What skills or special interests do you have that are not mentioned that you feel could be particularly helpful as a volunteer? _____

As a volunteer how much time would you be interested in giving? (Please specify: morning, afternoon or evening hours; weekdays or weekends; approximate hours per week/or hours per month)_____

_____

_____

What do you feel makes a good volunteer in the field of day care service?_____

_____

Why do you wish to do volunteer service with this agency?__

_____

_____

Who referred you to this center?_____

_____

(Host p.114-115)